

SAMPLE LETTER

**COMMUNITY BASED ORGANIZATIONS
WILL RECEIVE INDICATING SCHOOLS
WHERE THEY WILL BE INVITED TO
PROVIDE SERVICE**

April 21, 2010

Program Director
Community Based Organization
111 Learning St.
Washington, DC 20002

Dear Out-of-School Time Provider:

Thank you for submitting a Summer 2010 Facilities Use application. After reviewing your preferences and the principals' requests for programming in their schools, we invite your program to serve the students at the schools listed below.

Summer 2010 Sites

1. [Schools where your organization has been invited to serve will be listed here]

This is step one of the Facilities Use process. In order to be able to provide services during the summer, your organization must submit (1) a Building Use Agreement per school and (2) an Assumption of Risk and Indemnification form (for non-DCPS and non-DC government users only). The Building Use Agreement form must be signed by the principal from **each** of the schools your organization wishes to serve. The Assumption of Risk and Indemnification form must be signed and returned **with a copy of a valid insurance certificate**. DCPS requires a \$ 2 million insurance policy and for DCPS to be additionally insured on the policy. These documents are due by May 26, 2010, and must be submitted via posted mail with original signatures to the following address:

Office of Out-of-School Time
District of Columbia Public Schools
1200 First Street, NE, 8th Floor, 819C,
Washington, DC 20002
Attn: Daniela Grigioni

Thank you for providing your quality programming to our children and youth; we are looking forward to working with you this summer. If you have concerns or questions, please contact Daniela Grigioni at daniela.grigioni@dc.gov or (202)-442-5020.

Sincerely,

Daniela Grigioni
Manager, External Relations
Office of Out of School Time